



JANET(UK) Corporate Videoconferencing

Prequalification Questionnaire

This document and the information it contains are provided solely for the purpose of allowing potential suppliers to provide a response to the prequalification questionnaire for the solution being procured. It is issued under the Restricted Procedure of the EU Procurement Services Directive.

Any supplier wishing to submit a response to this prequalification questionnaire must register their intent with JANET(UK) before submitting the proposal. JANET(UK) will not accept proposals from suppliers who have not registered according to the procedure described in this document. JANET(UK) will not accept any registrations after 11th July 2007

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Authorised	Name: Paul Branston Position: Finance Director	Signature: Date:
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Foreword

Potential suppliers should note that the information given at this stage will be subject to verification at later stages of the procurement process. If any error, omission or misrepresentation on the part of the potential supplier is discovered, JANET(UK) reserves the right to disqualify the potential supplier from participating in the procurement process no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

1. Introduction

This document describes the process that initiates the first stage of the procurement for the procurement of resources to provide a JANET(UK) Corporate Videoconferencing Solution.

The procurement process will be managed according to the restricted procedure as specified by the European Procurement Services Directive, 2004/18/EC, and this document is an integral part of the restricted procurement announced by JANET(UK) in the Supplement to the Official Journal of the European Union (OJEU).

If your company wishes to qualify as a bidder and be invited to participate in the procurement for a Corporate Videoconferencing Solution then the appended questionnaire must be completed in its entirety.

The OJEU notice (formerly the OJEC notice) and information contained in section 4 of this document provide details of the selection process. Section 2 of this document provides an overview of the Corporate Videoconferencing Solution required by JANET(UK). Instructions for completion of this questionnaire are given in section 6.

The questionnaire itself is to be found in annexes A through to B. Questions in Annex A relate to the background of your company. Questions in annex B relate to your company's experience and understanding of the requirements.

JANET and JANET(UK)

JANET is the wide-area network that was created in 1984 to serve the needs of the higher education and research sector in the United Kingdom.

JANET provides services to all Higher Education Institutions, Further Education Colleges and Research Council establishments in the UK. The network also provides services to Adult and Community Learning and Specialist Colleges, Schools Networks and various research institutes. JANET has grown from an X.25 based network in 1984 connecting 50 sites, to an IP based network today with more than 1000 direct connections available to a community of 18 million users. The national core backbone of JANET, which currently operates at 10Gbit/s, has access links at mostly 2.5Gbit/s to 19 regional networks. The regional networks operate under contract to JANET(UK) to deliver JANET to Higher Education Institutions, Further Education Colleges and Research Council establishments.

The JNT Association, trading as JANET(UK), is responsible for providing JANET through a service level agreement with the Joint Information Systems Committee (JISC) of the Higher Education Funding Council for England; the Scottish Funding Council; the Higher Education Funding Council for Wales; the Department for Education, Lifelong Learning and Skills (Wales); and the Department for Employment and Learning in Northern Ireland HE and FE branches. The JISC also receives funds from the Learning and Skills Council and the Research Councils for the provision of JANET and network services as defined in the JANET Service Level Agreement.

Scope of the Provision of JANET

JANET currently interconnects and provides wide-area network services to all Higher Education Institutions, Further Education Colleges, Adult and Community Learning, Specialist Colleges and Research Council establishments in the UK. Connections to other organisations, including those in both the public and commercial sectors, which work in collaboration with these bodies in the areas of education, training or research are also provided.

In addition, JANET connections are currently provided to schools' Regional Broadband Consortia networks in England, to the Scottish Schools Digital Network, and to the Lifelong Learning Network in Wales. It is also provided to a number of Local Authorities, Local Education Authorities and Unitary Authorities to serve the needs of adult and continuing education, and for other activities of the Authorities which are of benefit to the public, primarily but not exclusively in the context of education and training.

The JANET Connection Policy defines the conditions under which organisations may be connected to JANET. The present connection policy is available at:

<http://www.ja.net/services/publications/policy/connection-policy.html>

2. Outline of Requirement

JANET(UK) requires a standards-based (adhering to the ITU-T H.323 standard) videoconferencing solution that will allow office-based and remote staff to interact with each other; as well as other videoconferencing users outside of the JANET(UK) organisation.

It is likely that a number of different approaches will be required to facilitate a number of different usage requirements, including:

- High quality boardroom videoconferencing (between two JANET(UK) office locations over the JANET network), which must include the option of also performing as an H.323 endpoint.
- Meeting room videoconferencing, between JANET(UK) offices and external users.
- Desktop videoconferencing, between JANET(UK) staff and remote workers using ADSL network technologies and Microsoft Windows PCs.
- Collaboration facilities, such as document and application sharing, and shared whiteboards.

JANET(UK) requires a total solution, including:

- The provision and installation of all necessary equipment at the offices (including any electrical, structural, audio visual and furnishing work).
- Testing and commissioning.
- The provision of end-user and technical training, and documentation.
- Support and maintenance over three years.

JANET(UK) are also interested in installing an Access Grid videoconferencing node, where possible this should integrate with the audio visual equipment provided for the scenarios above.

3. The Contracting Authority and the Procurement Agent

The contracting authority and procurement agent for this procurement is the JNT Association trading as JANET(UK).

4. Evaluation process

Prequalification Criteria

This process will commence with an evaluation of completed questionnaires against set criteria. The prequalification selection criteria are presented below and any supplier wishing to receive the operational requirement of the procurement will need to prove that they can meet the criteria. The criteria are grouped into three bands which are listed in order of priority. Within a band the criteria have the same priority. The responses to the questions asked in Annexes A and B will be used by JANET(UK) to evaluate responses against the criteria.

Band 1

- No criminal record (article 45 item 1(a), 1(b), 1(c), 1(d)) - criminal organisation, guilty of corruption, fraud, money laundering (personal situation of the candidate or tenderer)
- Is bankrupt or is currently / being placed into administration (article 45, item 2(a) and 2(b))
- Made no serious misrepresentation in supplying information article 45, item 2(g)).

Band 2

- Economic and financial standing (article 47)

Band 3

- Technical and professional ability (article 48).
- Relevant Quality Assurance standards (article 49).
- Proven track record in the management and / or provision of videoconferencing solutions.
- Experience of providing H.323 standards-compliant videoconferencing solutions.
- Experiencing of providing a fully integrated videoconferencing environment.

JANET(UK) will also take into account any information it holds on the performance of current suppliers it uses when evaluating the responses to the prequalification questionnaire.

Those suppliers who meet the requirements of the prequalification process will be invited to proceed further in the procurement process.

Providing that there are a sufficient number of suitable candidates, JANET(UK) would aim to select a maximum of 6 to enter the procurement process.

It is reiterated that the OJEU Notice seeks potential suppliers who can deliver the full requirement of any contract which may be awarded.

5. Indicative timetable

Activity	Date
Insert notice of procurement launch in the EU journal	Monday 11 th June 2007
Close of registration to take part in the procurement process	11 th July 2007
Final date for clarifications	11 th July 2007
Prequalification questionnaire returns	Wednesday 18 th July 12:00 noon
Shortlisting complete and Operational Requirement issued	30 th July 2007
Operational Requirement returns	Friday 7 th September
Selection of preferred supplier	21 st September
Contracts placed with the preferred suppliers	End of October 2007
Equipment installed and commissioned and in service	End of November 2007

JANET(UK) reserves the right to vary this timetable if the need arises, within the constraints of the EC Procurement Services Directive.

Responses to the prequalification questionnaire will be expected to remain valid for six months after submission.

6. Instructions for completion of the questionnaire

In this section, instructions are given for completion of the prequalification questionnaire to be found in Annexes A and B.

6.1 Registration

Suppliers are required to register their intention to submit a response to the prequalification questionnaire. Each registration will be acknowledged with a printed copy of this document and allocated a registration number that should be quoted in the prequalification response document and in any other correspondence.

Suppliers shall register their intention to bid by sending, to the address below, a request for “JANET(UK) Corporate Videoconferencing Solution Prequalification as announced in the EU Journal” by fax or letter on official headed notepaper or by email. Suppliers are asked to register as soon as they start to consider a response to this prequalification questionnaire. In any case, suppliers **must** register before a completed prequalification questionnaire will be accepted.

JANET(UK) will not accept any registration requests after 11th July 2007.

Procurement Co-ordinator JANET(UK) Lumen House Library Avenue Harwell Science & Innovation Campus Didcot Oxfordshire OX11 0SG	Telephone: +44 (0)1235 822 341 Fax: +44 (0)1235 822 286 E-mail: procurement@ja.net
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6.2 Electronic copy

An electronic copy of this prequalification questionnaire is available on the JANET(UK) website project pages at <http://www.ja.net/latest/itt/>.

6.3 Clarifications on the questionnaire

Suppliers will be provided with clarification of JANET(UK)’s requirements in accordance with the EU Procurement Services Directive.

Suppliers should raise any issues of clarification with JANET(UK)’s Procurement Co-ordinator whose contact details are given in section 6.1 above. Where issues of clarification arise which are relevant to more than one supplier, these will be made available on the JANET(UK) website project pages at <http://www.ja.net/latest/itt/> and sent by e-mail to each registered supplier. Suppliers should submit all clarification requests by 11th July 2007 because JANET(UK) cannot guarantee to answer any clarifications that are submitted after this time.

6.4 Delivery of questionnaire responses

All copies of the prequalification questionnaire response, on paper and electronically, must be delivered on or before the date specified in 5. Indicative timetable and to the contact listed in section 6.1. The prequalification questionnaire **must** be filled in electronically – copies with handwritten responses will **not** be considered.

One paper copy and 7 of electronic copies of the tender on CD-ROM are required and must be sealed and clearly marked “**JANET(UK) Corporate Videoconferencing**”. The electronic copies should be provided in PDF format with the exception of spreadsheets that should be provided in Excel 97 / 2000 / 2003. Any non-standard fonts used in electronic submissions must be embedded in the document.

All tenders must be returned in a plain envelope that does not identify the supplier on it. Any tender that identifies the supplier on the label will be deemed invalid.

Delivery of the prequalification questionnaire by FAX is **not** acceptable.

Prequalification questionnaire responses submitted after the deadline will **not** be considered.

6.5 Annex A – General Information

Annex A is to be completed by the company interested in bidding for the contract.

Annex B – Experience and Understanding of the Requirement

Selection of suppliers to negotiate with will be based on the analysis of the responses to this section. It is therefore particularly important that suppliers provide full, honest and comprehensive answers to the questions in respect of this tender.

Annex C Declaration

The declaration must be completed when returning the prequalification questionnaire.

PREQUALIFICATION QUESTIONNAIRE

ANNEX A: GENERAL INFORMATION

A1.	Company Details	
A1.1	<p>Company name.</p> <p>Confirm whether your company is acting as a sole company or as part of a consortium. If acting as part of a consortium, state the names of the other companies involved in the consortium; how long your company has been working with these other companies; and the nature of the services that these companies are providing to the consortium.</p>	
A1.2	Registered Office and Address.	
A1.3	Address for Correspondence (if different from A1.2).	
A1.4	Contact name for the response to this questionnaire.	
A1.5	Telephone Number for A1.4 (inc. Area	

	Code).	
A1.6	Facsimile Number for A1.4 (inc. Area Code).	
A1.7	E- mail address for main contact.	
A1.8	Date of Formation and Date of Registration in UK if different from each other.	
A1.9	Please provide a brief overview of how the company is in a position to fulfil the needs of the requirements for providing a fully integrated videoconferencing solution, as described in this document.	
A1.10	Registration Number.	
A1.11	Type of Company.	
A1.12	Name and Address of Parent or Holding Company (if applicable).	

A1.13	Provide details of your organisation structure (e.g. an organisation chart) describing the corporate structure of the organisation and indicating the number of staff working in each function.	
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A2.	RESOURCES		
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A2.1	Provide a summary of your organisation's experience in providing, managing and delivering videoconferencing solutions.			
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A2.2	Provide details of the average number of technical staff employed by your organisation for the last three years. In addition, state the number of management staff employed over the same period.	Financial Year Ending: 2006 - 2005 - 2004 -	Technical Staff	Management Staff
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A2.3	Of the technical staff shown at A2.1 for the Financial Year ending 2006/07, state the number of staff involved directly in the provision of the type of solution to which this questionnaire relates.	Full-time staff		Part-time Staff
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A3.	FINANCIAL AND ECONOMIC STANDING
A3.1	<p>Please warrant that none of the following circumstances set out in Article 45 items 2(a) and 2(b) of EU directive 2004/18/EC applies to your company:</p> <ul style="list-style-type: none"> • [item (a)] is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations. • [item (b)] is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations • [item (g)] is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information. • [item (h)] has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA. • [item (i)] has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively. • [item (j)] has been subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities. • [item (k)] has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10th June 1991 on prevention of the use of the financial system for the purpose of money laundering.

A3.2	Provide (as an annex to your response) your company's, and if applicable, your parent company's and ultimate holding company's audited accounts for the last 2 financial years.	
A3.3	A statement of any material past, present/actual, pending or threatened litigation or other legal proceeding, or dispute or investigation against your company or its senior officers by or with either any regulatory or contracting authorities or criminal justice or fiscal agencies. [An up to date copy of form 10k should be provided by US companies].	
A3.4	Details of any significant financial or business factors (past, present or future) that may have an impact on your company (e.g. mergers, take-overs, rationalisation, change of ownership).	
A4.	AUDITING AND QUALITY ASSURANCE	

A4.1	Companies should provide full details of their auditing and/or quality assurance programme including details of registration under any formal quality accreditation scheme. Please state whether the auditing and/or quality assurance programme extends to all areas of your organisations business. If it does not extend to all areas then state clearly where it does and does not apply.	
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A5.	STAFF AND PUBLIC RELATIONS	
A5.1	JANET(UK) requires all press releases and other publicity material relating to any contract for the provision of a JANET(UK) Corporate Videoconferencing Solution that results from this procurement to receive its approval before publication. In light of this please outline how your organisation will manage public relations and press interest.	
A5.2	How does your organisation intend to measure JANET(UK)'s satisfaction in relation to work performed under the proposed contract?	

A6.	CONTRACT TERMINATIONS		
A6.1	Within the past five years, has your organisation had a contract for the supply of videoconferencing solutions or resources terminated? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Contract with	Type	Value per annum

PREQUALIFICATION QUESTIONNAIRE

ANNEX B: EXPERIENCE AND UNDERSTANDING IN RELATION TO PROVIDING THE JANET(UK) Corporate Videoconferencing Solution

B1.	EXPERIENCE	
B1.1	<p>It is essential that companies wishing to enter the procurement process for the supply of a videoconferencing solution have significant experience of 3 years. Please list below similar videoconferencing deployments provided by your company in the UK and, if applicable, other countries during the last 3 years, with value, dates and recipients of the solutions. You should also indicate any parts of the solutions which either are or were sub-contracted and to whom.</p> <p>If you wish to provide details of multiple solutions then please provide separate responses to this question for each of the solutions.</p> <p><i>JANET(UK) may elect to contact any of the organisations below for a reference. The permission of the Company will be assumed unless you state any objections. It should be noted that availability of referees, and their input, will form part of JANET(UK)'s evaluation of responses to this questionnaire.</i></p>	
	Name of solution.	
	Describe the approach, and nature of the solution.	

	Value.	
	Date of Signature.	
	Length of Contract.	
	Contract awarding body.	
	Contact point in contract awarding body for enquiries (name, organisation, telephone, email and fax numbers).	
	Scale of the solution (in terms of number of users or endpoints).	
	Protocols supported as part of the solution (including H.323).	
	If work was sub-contracted provide details of the subcontractors and the nature of the work that they undertook.	
	Other aspects the solution of that you consider relevant.	
B1.2	Describe the structures that your organisation has in place to maintain the resources or solutions created.	
B1.3	Provide a description of the project management methods and the general planning processes that your organisation uses.	

B1.4	Provide details of any development programme your organisation has in place to ensure that the videoconferencing solution it provides to remains competitive and responsive to customer requirements.	
B1.5	From the experience outlined in response to B1.1 above, please highlight for each category (a-e) lessons learnt/experience gained of:	<ul style="list-style-type: none">a. Creation and maintenance of long-term relationships with clients, partners and suppliers.b. Meeting challenging delivery timescales.c. Introducing innovative approaches to assist in meeting client aspirations.d. Managing projects that have attracted significant Ministerial, Political and/or press interest.e. Any other factors you consider to be relevant.

ANNEX C: DECLARATION

When you have completed the Questionnaire, please read and sign the section below.

The potential supplier should note that, should they be successful in being awarded a contract, JANET(UK) reserves the right to terminate the contract if it is discovered that the potential supplier has made any material misrepresentation in this questionnaire.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the Questionnaire. I/we understand that false information could result in my/our exclusion from participating in the procurement process no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

Signed

Name

Position
In Company
.....

For And On
Behalf Of
.....

Date